



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL  
18436 4TH STREET  
FORT A.P. HILL, VIRGINIA 22427-3114

IMPH-ZA

4 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #24: Availability of Army Family Housing for Civilian Employees

1. Applicability. This policy applies to all authorized DOD civilian employees requesting authorization to reside as paying tenants in Family Housing at Fort A.P. Hill. This policy supersedes all previous policy letters concerning the availability of Army Family Housing on Fort A.P. Hill.

2. Proponent. Directorate of Public Works (DPW)

3. Reference:

a. AR 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012, Chapter 3.

b. DA PAM 420-1-1, 2 April 2009.

4. Policy:

a. In accordance with AR 420-1, excess Army Family Housing units may be rented to eligible DOD Civilian personnel, and their accompanying DOD sponsored Family members, whose position is determined by the Garrison Commander as key and essential to ensure the operational and mission readiness of the installation or on a case-by-case basis to alleviate undue hardships. Army Family Housing authorizations for eligible DOD civilian employees will be kept to an absolute minimum to ensure maximum housing equity for assigned military personnel. DOD civilian applicants and their supervisors shall prepare a memorandum, as shown at Enclosure 1, and provide a copy with their application to request authority to reside in Army Family Housing.

b. DOD Civilians who wish to live in Family Housing must apply in writing through their Director to the DPW Housing Office (ext. 8445) using the template memorandum shown in Enclosure 1. This memorandum shall contain a statement indicating that the applicant has read and understands this policy memorandum in its entirety. Although key and essential single DOD civilian employees are not eligible to reside in Family Housing, other housing opportunities may be available and should be considered in coordination with the Fort A.P. Hill Family Housing Manager.

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c. All DOD Civilians must sign a lease agreement to live in Family Housing for at least six (6) months. The lease term shall continue until (1) tenant provides a minimum 30 day notice to vacate; or (2) tenant is required to vacate due to Family Housing constraints, outlined in paragraph e below.

d. All civilians are responsible for payment of utilities. Failure to pay utilities may lead to eviction. Instructions for payment of rent and utilities will be provided at the time of application.

e. Civilians may be required to move out at any time, after a 30-day notice, if:

- (1) Their employment or contract with DOD is terminated;
- (2) Housing is no longer excess to the needs of the installation;
- (3) Conditions of eligibility cease; or
- (4) Misconduct of sponsor, family members, or approved non-family members.

f. The Army shall not be held liable for any moving expenses incurred due to this provision.

g. All Family Housing units are subject to inspection by the Garrison Commander, or his designated representative, upon reasonable notice to the resident and at reasonable times in order to inspect the property.

h. Fort A.P. Hill shall maintain a vacancy rate of approximately 5% of housing units for contingency operations, therefore, vacancies may exist within Family Housing, but there are none available for rent by civilian personnel at the time of application.

5. Point of contact for this policy letter is Ms. Linda Wax, Housing Manager, (804) 633-8445.



PETER E. DARGLE  
LTC, AR  
Commanding

Distribution:

Hopemont Residents

Greenland Mobile Home Park Residents

Enclosure 1: Memorandum Template for Application of DOD Civilian Residency in Fort A.P. Hill Family Housing

Use Office Letterhead

Office Symbol

Date

MEMORANDUM THRU Office Director

FOR Garrison Commander, USAG Fort A.P. Hill, VA

SUBJECT: Application for DOD Civilian Residency in Fort A.P. Hill Family Housing

1. The purpose of this memorandum is to request authorization for [Insert Sponsor Name] to apply for Family Housing on Fort A.P. Hill. In accordance with AR 420-1, I request authorization based on the fact that my position is designated by the Garrison Commander as key and essential. For clarification, the term key and essential denotes positions, approved by the Garrison Commander, whose requirements are vital to the continuity of operations of the installation and may result in the designated employee being required to remain at work or be called in before or after hours or on weekends due to mission, emergency or weather conditions which deters mission operations.

2. Paragraph should indicate the office which the applicant works for and detail the current status of the applicant's family, i.e., applicant, spouse, number of children and ages and any other approved dependants to be living with the applicant.

3. Paragraph should explain how the applicant's position meets Garrison Commander requirements for key and essential during exigent mission, emergency or weather situations. Examples include but are not limited to:

"I can be contacted after normal duty hours to assist with emergency service orders to help restore air conditioning to barracks occupied by training warriors."

"I can help respond to fire alarms when the fire department identifies that it is not a real fire, but a broken fire alarm panel."

"I can respond to perform force protection actions at the main gates due to mission changes, illness of staff, or other times when additional requirements are suddenly created."

"I can be a first responder to plow snow when needed."

4. Paragraph 4 shall read: "I understand that my position/function is deemed key and essential by the Garrison Commander and may result in me being required to remain at work or be called in before or after hours or on weekends due to mission, emergency or weather conditions which deters mission operations."

Enclosure 1: Memorandum Template for Application of DOD Civilian Residency in Fort A.P. Hill Family Housing

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5. Paragraph 5 shall read: "I have read Fort A.P. Hill Commander's Policy #24: Availability of Army Family Housing for Civilian Employees, and I understand it in its entirety.

6. Point of contact for this memorandum is the undersigned at (804) 633-xxxx.

DIRECTOR'S SIGNATURE BLOCK

By signing below, I acknowledge all requirements for eligibility and application for residency in Fort A.P. Hill Family Housing.

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PRINTED NAME OF APPLICANT

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(DATE)